

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:
19-221A

OPENING DATE:
19-Apr-2019

CLOSING DATE:
10-May-2019

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:

Self-Assessment Monitor, D2245000, GS-1801-09, E-5/SSgt - E-7/MSgt, MPCN: 0106314434

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR:
OFFICER ☐ ENLISTED ☒

AFSC:
8I000

ASVAB:

LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: This position is subject to rotating shifts, night shifts, and weekends/holidays.

NOTE: ABLE TO QUALIFY FOR AFSC 8I000.

NOTE: Applicant must have one of the following: Unit Self Assessment Program Monitor experience, Wing Inspection Team experience, 8I AFSC or combination thereof.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the “Contact Us” link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to independently assess wing programs and capabilities as reported in MICT in order to support the wing CCIP and exercise and evaluation program, ensuring compliance with legal and regulatory requirements, and ensuring the prioritized interest of the Air Force (e.g. SII, CII, etc) and Airmen needs are met.
2. Ability to establish and utilize metrics and analysis systems to assess efficiency, effectiveness, and compliance with regulatory procedures to enable Wing IG to determine the most efficient exercise and inspection scenarios to minimize costs and maximize unit readiness.
3. Ability to train Wing Inspection Team members on how to derive data and validate MICT inputs during inspections.
4. Ability to coordinate with wing leadership, Major Command (MAJCOM) IG, MAJCOM Functional Area Managers (FAM), NGB FAMs and ANG/IG to provide feedback on Self-Assessment Communicators (SACs) quality, Staff Assistance Visit (SAV) effectiveness and trends identified.
5. Ability to ensure all wing SACs for locally developed instructions are IAW Air Force Instructions, are current and updated.
6. Ability to communicate effectively both written and verbally.

SPECIALIZED EXPERIENCE: In addition to high analytical abilities, must have expert knowledge of all applicable Inspector General Program principles and practices related to federal civilian, military, and National Guard, operational, administrative and technical programs. Must have experiences in planning for and executing inspector general programs and using software data systems. Experienced in the procedures to inspect and report on the state of discipline program efficiency and effectiveness, and readiness of military and civilian forces. Experiences involved work as the primary inspector general advisor with responsibilities to plan, direct, and manage inspector general programs. Experienced in conducting investigations and inspections to ensure compliance with agency

policies, practices, and regulations. Experienced in providing policy, guidance, oversight, and directions for the inspection programs; complaints resolution; Fraud, Waste, and Abuse; strategic plans and programs; and the Commander's Inspection Program. Competent in the inspector general program concepts and policy regulations. Has demonstrated skills in the development of programs, procedures, and methods to implement, evaluate, and maintain the inspector general program. Experienced in developing risk-based sampling strategies and annual inspection plan focusing on the Wing Commander's priorities. Experienced in multiple and specific inspector general computerized programs. Experienced and skilled in writing standardized operating procedures for the inspector general programs. Experienced in interpreting and developing inspection policies, procedures and applicable Memorandums of Understanding or Memorandums of Agreement with host or tenant organizations, if applicable, as well as state, city, and/or county agencies in order to adequately evaluate the National Guard's overall mission readiness.

BRIEF JOB DESCRIPTION: This position is located at the 161st Air Refueling Wing, Phoenix, Arizona. The primary purpose of this position is to serve as an Air Force Inspection System (AFIS) monitor for the IG Inspections managing the Self-Assessment program, providing feedback to FAMs on checklist quality, and compiling information from Management Internal Control Toolset (MICT) or most current automated systems, to ensure inspectors have all required information for directing the Commander's inspection program (CCIP). Serves as Wing Self-Assessment Program Manager (SAPM) and Management Internal Control Toolset Lead. Performs analysis of unit self-assessed capabilities versus inspection requirements to build inspection sampling strategies. As the Wing SAPM and MICT technical expert, trains IG personnel, WIT, and group, squadron, and flight SAPMs on the proper use of MICT. Performs other duties as required.

SELECTING OFFICIAL: Lt Col Trey Shewbert
